

Internship Supervisor Elements of a supported Framingham State University Virtual Internship

If a virtual internship is proposed by a student, or offered by a prospective internship site, the following components will be considered by the University prior to final approval. Initial each regulation indicating you will abide by FSU's requirements.

The organization must be an established, legitimate business or non-profit, as evidenced by considerations such as a physical location, website, history of offering paid employment, listed telephone number, tax ID number, etc.

The organization must agree to offer an internship that meets the Framingham State University [criteria of a legitimate internship](#) as outlined by [National Association of Colleges and Employers](#) (NACE) below.

The organization must agree to an onsite or virtual visit from a representative of the University.

The organization and academic internship supervisor need to agree on a clear, detailed position description which covers all expectations and outlines what will constitute a successful internship.

The worksite supervisor must provide the student with regular supervision, mentoring, and feedback as outlined in the NACE internship standards. In a virtual internship, this will include:

Use of a company intranet or virtual workspace on a server, or an online project management or document-sharing tool, such as Office 365, Google Docs, or a similar program. This will allow the supervisor to go online and monitor the work which is to be completed. The work is stored in the "cloud," not on a single PC, so it is always available to those who need it.

A regularly-scheduled email report in which the student provides information to the worksite supervisor and faculty supervisor, such as challenges or problems encountered, progress toward learning objectives, and any questions they may have.

A weekly virtual meeting on MS Teams, Zoom, or a similar technology. This meeting will be used to provide more personalized feedback to the student and correct any issues.

When safely able, if the virtual internship is in the local area (a reasonable drive from campus), the employer needs to meet with the student in a public place (e.g., coffee shop, restaurant) once a week. This face-to-face meeting is a time for project planning, review of progress made, feedback, and mentoring.

The organization should make the virtual intern a part of regular operations as much as possible; for example, including them in face-to-face opportunities such as company meetings or client visits.

The student must provide the faculty sponsor with the outputs of the internship (e.g., written materials produced, analysis completed).

Both worksite supervisor and student must complete mid-term and final evaluations as directed in an on-site internship.

The following criteria defined by the [National Association of Colleges and Employers](#) (NACE) must be met for an experience to be defined as an internship.

The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform. Normally internship sites should not require interns to intern more than 20 hours per week.

The skills or knowledge learned must be transferable to other employment settings.



The experience has a defined beginning and end, and a job description with desired qualifications.

There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.

There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.

There is routine feedback by the experienced supervisor.

There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If these standards are met, it is the opinion of NACE and Framingham State University that the experience can be considered a legitimate internship.

Internship Supervisor

Name of Company

FSU alum? Yes No

Name of Internship Supervisor

Address

Phone

E-Mail

Do you agree to all of the above requirements? Yes No

Comments: